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SECRETARY OF THE AIR FORCE**



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Space, Missile, Command and Control

**GROUND ENVIRONMENT TRAINING—
AEROSPACE OPERATIONS CENTER**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 13-1, *Theater Air Control System*. (<http://www.e-publishing.af.mil>) Headquarters United States Air Force (HQ USAF)/XOOY is the Office of Primary Responsibility (OPR) for this instruction; HQ Air Combat Command (ACC)/DOY, HQ Air Mobility Command (AMC)/DOP, HQ United States Air Forces in Europe (USAFE)/DOY, HQ Pacific Air Forces (PACAF)/DOQ, HQ Air Force Space Command (AFSPC)/DOT, HQ Air National Guard (ANG)/C4B, and HQ Air Force Reserve Command (AFRC)/DOC are Offices of Collateral Responsibility (OCR). This document provides the criteria and procedures necessary to conduct the operations training program for Aerospace Operations Center (AOC) elements. Training requirements outlined in this instruction apply to personnel supporting an AOC. Major Commands (MAJCOM) will forward proposed MAJCOM-level supplements to this volume to HQ USAF/XOOY, through HQ ACC/DOY, for approval prior to publication in accordance with (IAW) AFPD 13-1. The issuing MAJCOM will provide copies of approved and published MAJCOM-level supplements to HQ USAF/XOOY, HQ ACC/DOY, and the user MAJCOM and National Guard Bureau (NGB) OPRs. AOCs may have differing mission requirements. Those differences will be documented in their respective supplements. Field units below MAJCOM level will forward copies of their supplements to this publication to their parent MAJCOM OPR for post publication review. Send comments and suggested improvements to this publication on AF Form 847, **Recommendation for Change of Publication**, through channels, to HQ ACC/DOY, 205 Dodd Blvd, Suite 101, Langley AFB VA 23665-2789.

This instruction references forms that may be found and downloaded from the Air Force Electronic Library (<http://www.e-publishing.af.mil/forms/majcom.asp?org=AF>). The forms are AF Form 4141, Individual's Record of Duties and Experience Ground Environment Personnel; AF Form 4142, Individual Annual Training Record; and AF Form 4143, Certificate of Qualification; AF Form 4144, Positional Evaluation Checklist; and AF Form 4145, Daily activity Log.

This instruction is affected by the Privacy Act of 1974. The training records required to be maintained are covered by Systems Number F011 AF XO A, Air Force Operations Resource Management System (AFORMS). The personal information to be collected and maintained is covered by Privacy Act System

Number F036 AF PC N, Unit Assigned Personnel Information. The authority for maintenance of the records is 10 U.S.C. 8013.

SUMMARY OF REVISIONS

This document has major revisions. A complete review of the instruction in its entirety is recommended. Major changes include:

Chapter 1 - **Chapter 1** was expanded to include responsibilities of AOC and Unit Training Managers/Officers and appropriate training time frames for all AOC Divisions.

Chapter 2 - **Chapter 2** was updated based on changes submitted by MAJCOM/NAF representatives. Major changes include elimination of training requirements by AOC division.

Chapters 3 through 8 - Chapter 3 through 8 were considered redundant with **Chapter 2**. Any pertinent information contained in chapters 3-8 was incorporated into **Chapter 2**.

Attachment 1 - Formal Courses/Schools list - **Attachment 1** was added to reflect formal courses and schools available to AOC personnel. This list is recommended only and not mandatory.

Attachment 2 - AOC Continuation Training Requirements - **Attachment 2** was added to correctly reflect Continuation Training (CT) for the AOC weapons system and not each duty position within the AOC. Doing CT by position makes this document too long and cumbersome. Additionally, this would be overly constraining and not allow for flexibility at the unit levels.

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Chapter 1

POLICY AND CONCEPTS

1.1. Introduction. The purpose of this instruction is to provide basic guidance that units will use to establish a unit training program in order to train personnel working in an Aerospace Operations Center (AOC) or functional AOC. The objective is to establish training policy, management criteria, and administrative practices required for personnel to achieve and maintain Basic Mission Capable (BMC) and Combat Mission Ready (CMR) status, as appropriate.

1.2. Concepts and Policies.

1.2.1. Concepts. MAJCOM, NAF, Group, and Squadron training programs will be designed to achieve the highest degree of combat capability possible with available resources. All training should be tailored to individual experience and conducted to attain and maintain duty position proficiency.

1.2.2. Policies.

1.2.2.1. The training program is divided into three areas. Initial Qualification Training (IQT) provides mission, system, processes, and positional skills necessary to attain BMC status. The primary focus of IQT is on individual training. Mission Qualification Training (MQT) is specific unit, mission, local environment, processes, and other training within a crew concept necessary to accomplish theater familiarization/certification as required to attain CMR status in each duty position. Continuation Training (CT) consists of training to maintain and increase CMR proficiency. All core personnel identified as part of the AOC 7FVXX UTC series should be certified/qualified as CMR. Functional AOCs will define core personnel who will be CMR in their respective supplements.

1.2.2.2. Training consists of academic and positional training in live and/or simulated environments to emphasize the importance of training in an environment as close to a contingency environment as possible.

1.2.2.3. Unit Commanders are responsible for training in their units.

1.2.3. Requirements.

1.2.3.1. This instruction establishes the minimum training requirements (TR) and positional qualification standards (as documented on AF Form 797, Job Qualification Standard [JQS] Continuation/Command JQS) unit commanders or designated representatives use to ensure AOC personnel are adequately trained during IQT, MQT, and CT. Assigned personnel will have varying backgrounds and different levels of experience and proficiency; therefore, the unit Training Managers/Training Officers (TM/TO)/supervisors ensure the individual's training records and accomplishments are reviewed prior to entry into training. An appropriate course of training will be established and tailored based on the individual's background and experience. Other mandated AF training (e.g., First Term Airmen's Center [FTAC]) will not be counted against IQT/MQT time limits.

1.2.3.2. Individual CT starts immediately after certification. These will be prorated against annual unit training requirements. Unit training program requirements begin 1 Oct.

1.2.3.3. It is particularly critical for temporary duty (TDY) assignments and leaves to be kept to an absolute minimum during a trainee's IQT/MQT periods. The unit commander or designated representative is responsible for managing trainee TDYs and leaves so as to minimize their occurrence and the impact on the trainee's progression. This is particularly critical for TDY/leave during IQT/MQT training periods.

1.2.3.4. Unit TMs/TOs/supervisors are authorized to adjust training dates and prorate TRs for an individual's TDY or emergency leaves for 30 cumulative days (1 Unit Training Assembly [UTA]) or more. Personnel who are TDY for 30 consecutive days (1 UTA) or more to locations where IQT/MQT/CT is available will continue to accomplish training. IQT/MQT/CT personnel who remain in garrison while the unit deploys for 30 consecutive days (3 UTAs) or more will also accomplish training when possible.

1.2.3.5. TMs/TOs/supervisors will work with unit commanders and strive for early identification of individuals who cannot satisfactorily accomplish IQT/MQT requirements or meet the unit Designed Operational Capability (DOC) requirements (reference AFI 36-2101, *Classifying Military Personnel [Officers and Airmen]* [<http://www.e-publishing.af.mil/>]). TMs/TOs/supervisors will ensure quality assessment of training is conducted in accordance with (IAW) AFI 36-2201, *Developing, Managing, and Conducting Training*, (<http://www.e-publishing.af.mil/>) on entry-level personnel coming directly from a formal school.

1.2.4. Individuals permanently deferred from worldwide mobility or not performing duties in the AOC for reasons of Uniform Code of Military Justice (UCMJ) prosecution/conviction, drug abuse, exiting the military, or loss of a security clearance will not be entered into or continued in training.

1.2.5. Commanders may adjust the training time or remove personnel from training due to medical disqualification, emergency leave, administrative action, or other reasons the commander deems appropriate.

1.2.6. Newly assigned personnel awaiting a security clearance may be entered into IQT/MQT, but may not be given training that involves gaining access to classified information for which they are not cleared (reference AFI 31-401, *Information Security Program Management* [<http://www.e-publishing.af.mil/>]).

1.3. Responsibilities.

1.3.1. Headquarters (HQ) United States Air Force (USAF)/XOOY is the Office of Primary Responsibility (OPR) for this instruction. HQ Air Combat Command (ACC)/DOY, HQ Air Mobility Command (AMC)/DOP, HQ United States Air Forces in Europe (USAFE)/DOY, HQ Pacific Air Forces (PACAF)/DOQ, HQ Air Force Space Command (AFSPC)/DOT, HQ Air National Guard (ANG)/C4B, and HQ Air Force Reserve Command (AFRC)/DOC are the Offices of Collateral Responsibility (OCR). HQ ACC/DOY is overall combat air forces (CAF) lead and processes all changes to this instruction. Changes to this volume require coordination between the OCRs.

1.3.2. OCRs will:

1.3.2.1. Provide command guidance and monitor overall training management.

1.3.2.2. Provide training materials and procedures to units, as appropriate.

1.3.2.3. Obtain and ensure the allocation of System Training Program (STP) and training materials to meet TRs established by the MAJCOMs. For the Air Reserve Component (ARC), ensure the availability of system training material for ARC purchase.

1.3.2.4. Provide command assistance in the resolution of major training problems and coordinate with agencies both internal and external to the command for training equipment.

1.3.2.5. Provide assistance, guidance, and resources to aligned units for the implementation, direction, and monitoring of the training program, as appropriate.

1.3.2.6. Develop a standardized Master Question File (MQF). As CAF lead, ACC/DOY will receive, coordinate, and resolve OCR inputs to develop and maintain a standardized MQF. In coordination with AFC2ISRC, ACC/DOY will forward MQF changes to the Air Force Command and Control Training and Innovation Group (AFC2TIG) for incorporation into the MQF. In addition to the standardized MQF, each AOC unit will develop applicable local MQFs that cover theater or local requirements.

1.3.3. MAJCOM/NAF Air Operations Group (AOG) Commander (CC), unit commander, or equivalent will:

1.3.3.1. Establish unit training programs and request assistance through appropriate channels when seeking support for training materials/procedures development. The AOG/CC or designated representative will provide AOC training program guidance.

1.3.3.2. Ensure personnel identified to maintain duty positions within the AOC are trained to a level of combat capability that meets established requirements.

1.3.3.3. Appoint an AOC TM/TO in writing to implement and manage the AOC training program.

1.3.3.4. Initiate action to correct training and/or program deficiencies.

1.3.3.5. Upon recommendation from the AOC TM/TO, designate trainers/certifiers in writing IAW AFI 36-2201.

1.3.3.6. Ensure the appropriate AOC Special Experience Identifier (SEI) is awarded.

1.3.4. AOC TM/TO will:

1.3.4.1. Provide training program assistance to other unit organizations training personnel in AOC functions.

1.3.4.2. Review unit annual training plans.

1.3.4.3. Coordinate unresolved training program issues with the MAJCOM AOC functional manager.

1.3.4.4. Perform other duties as assigned.

1.3.5. Unit TM/TO will:

1.3.5.1. Develop an annual AOC training plan.

1.3.5.2. Oversee and manage the unit AOC training program.

1.3.5.3. Provide training assistance to unit supervisors and training/certifying officials.

1.3.5.4. Oversee the maintenance of unit AOC training records.

1.3.5.5. Oversee and track recurring position certifications.

1.3.5.6. Coordinate unresolved training program issues with the AOC TM/TO.

1.3.5.7. Recommend to the unit commander, in writing, when a trainee is eligible for an AOC SEI.

1.4. Transfers. With unit commander's approval, the unit TM/TO may credit previously accomplished training towards the standard IQT/MQT/CT requirements accordingly (e.g., AOC unit to AOC unit). For Communications Operations personnel, vendor-certified professionals do not lose certification status when transferred between locations. Gaining TMs/TOs/supervisors verify and approve previous certification status or enter the trainee into position-specific training using the appropriate 623 or AF Form 797 for the assigned duty position.

1.5. Extensions. Unit commanders are authorized to grant an individual one training extension in each phase of training. The AOG/CC, or equivalent, is authorized to grant a second extension. MAJCOM OPRs are authorized to grant a third extension, if necessary.

1.6. Waivers.

1.6.1. HQ ACC/DOY, HQ PACAF/DOQ, HQ USAFE/DOY, HQ AFSPC/DOT, HQ AMC/DOP, ANG/C4B, and HQ AFRC/DOC will serve as the MAJCOM OPR with waiver authority for all waiver requests to this instruction. IAW AFI 33-360, Volume 2, *Forms Management*, (<http://www.e-publishing.af.mil/>) MAJCOM OPRs and unit TMs/TOs will file a copy of approved written waivers to this volume.

1.6.2. All waiver requests will be submitted through the TM/TO chain, gaining the appropriate commander's approval before submission to the next higher level until reaching the appropriate MAJCOM AOC functional manager.

1.7. Supplements. MAJCOM, NAFs, or subordinate groups/units may supplement this document in order to provide specific guidance to their aligned units. The parent MAJCOM AOC functional manager must approve all supplements prior to publication. Forward supplements to the MAJCOM within 30 days of publication. Additionally, NAFs, groups, and units may supplement the HQ ACC/DOY academic materials available on Theater Air Control System (TACS)-On-The-Net (<https://totn.acc.af.mil/Frame/XOYCframe.htm>) web page with local training materials to meet unique positional requirements. Units are authorized local reproduction of all contractor-produced materials.

1.8. Changes. Recommended changes to this instruction should be submitted using AF Form 847, **Recommendation for Change of Publication**, through channels to HQ ACC/DOY. HQ PACAF/DOQ, HQ USAFE/DOY, HQ AFSPC/DOT, HQ AMC/DOP, ANG/C4B, and HQ AFRC will review and approve recommendations from subordinate units prior to forwarding them to HQ ACC/DOY.

1.9. Records Disposition. Dispose of documentation prescribed by this directive IAW AF Manual 37-139, *Records Disposition Schedule* (<http://www.e-publishing.af.mil/>).

Chapter 2

AEROSPACE OPERATIONS CENTER TRAINING PROGRAM

2.1. Purpose. This chapter outlines the training program for personnel assigned to units conducting AOC operations as defined in AFI 13-1AOC, Volume 3, *Operational Procedures—Aerospace Operations Center* (<http://www.e-publishing.af.mil/>). Associated TRs/AF Form 797s, found on HQ ACC/DOYC TOTN (<https://totn.acc.af.mil/Frame/XOYCframe.htm>) web page, outline the specific training requirements for personnel assigned to the Strategy; Combat Plans; Combat Operations; Intelligence, Surveillance, and Reconnaissance (ISR); and Air Mobility Divisions, Specialty/Support Teams, and Communications Operations. Furthermore, [Attachment 2](#) provides a list of formal courses/schools that may be beneficial for selected individuals working in the various AOC divisions and specialty teams. The MAJCOM functional manager and/or unit commander will determine attendance.

2.2. Requirements Review. The unit commander or representative will ensure TMs/TOs/supervisors conduct and document initial evaluations of knowledge and skills of newly assigned personnel and establish a course of training based on the individual's qualifications. The TM/TO/supervisor records the review on AF Form 4141, **Individual's Record of Duties and Experience Ground Environment Personnel**, and AF Form 623, **On-the-Job Training Record**, if required.

2.3. Initial Qualification Training. IQT will be accomplished through a Field Training Unit (FTU) syllabus once established. In the interim, IQT will be accomplished at the unit or through Joint Aerospace Command and Control Course (JAC2C)/Joint Aerospace Systems Administrator Course (JASAC) and additional unit training as determined by the TM/TO/Supervisor review. Unit academic and positional IQT training will be IAW the 797s outlined and maintained on TOTN (<https://totn.acc.af.mil/Frame/XOYCframe.htm>) for each duty position within the AOC as appropriate. Any deviation from these will be handled IAW paragraph **1.6** of this AFI.

2.4. Unit Training. The unit commander will ensure the TM/TO/supervisor enters AOC personnel into IQT not later than (NLT) 10 calendar days (3 UTAs) after the trainee reports to the unit. The unit TM/TO and the individual's supervisor will conduct an interview and evaluation of newly assigned personnel during this 10-day period. IQT begins immediately after completion of the initial evaluation and interview. IQT requirements will be completed within 150 calendar days (14 UTAs) for Strategy, Combat Plans, Combat Operations, and Air Mobility Divisions, Communications Operations, all specialty support team members, and non-intelligence personnel assigned within the ISR Division. Exceptions must be justified in writing on AF Form 4141 by the TM/TO/supervisor and maintained in training documents. Newly assigned personnel awaiting assignment to a basic technical training course or awaiting the appropriate security clearance may enter IQT. A trainer must supervise IQT positional training. Completions of IQT requirements are described below. *NOTE: Due to additional guidance outlined in AFI 36-2201, (<http://www.e-publishing.af.mil/>) intelligence personnel assigned to the ISR Division or an ISR element in one of the other divisions will complete IQT within 30 days of entry into the IQT program (3 UTAs).*

2.4.1. IQT Phases. Those individuals who did not accomplish IQT via the FTU will accomplish IQT at the unit. IQT will be accomplished in phases. The exact number of days for each phase should be determined by unit TMs/TOs/supervisors according to desired learning objectives.

2.4.2. IQT Phase 1 (Academics). As a minimum, this phase will cover the following areas:

2.4.2.1. Overview of joint and Service mission and doctrine.

2.4.2.2. Overview of the Theater Air Ground System (TAGS) with emphasis on TACS.

2.4.2.3. Overview of AOC organization.

2.4.2.4. Overview of the Air Tasking Order (ATO) or Space Tasking Order cycle.

2.4.3. IQT Phase 2 (Positional). Areas covered under this phase will be found in the appropriate duty positions TRs/AF Form 797s. To allow rapid updating of training requirements, the TRs/AF Form 797s/JQS/Job Proficiency Guides (JPG) used for each duty position will be maintained by HQ ACC/DOYC and posted to the TOTN (<https://totn.acc.af.mil/Frame/XOYCframe.htm>) web page. *NOTE: ISR AF Form 797 documentation will be maintained by ACC/INFM on a separate web page which will be placed as a web link on TOTN.*

2.4.4. Completion of IQT Requirements.

2.4.4.1. Training Requirements. The TM/TO/supervisor will provide the appropriate amount of training in each academic and positional area contained in appropriate TRs/AF Form 797s/JQS/JPGs. TMs/TOs/supervisors will determine the training schedule for IQT.

2.4.4.2. Documentation. The TM/TO/supervisor will record individual training requirements and accomplishments during IQT IAW paragraph 0 to monitor the trainee's progress.

2.4.5. IQT Completion. Upon completion of IQT TRs/AF Forms 797/JQS/JPGs, the TM/TO or designated representative will administer a minimum 50-question IQT written exam from the standardized MQF (minimum passing score is 85 percent). By achieving a passing score and completing a positional certification, the trainee is considered BMC and placed into MQT, which will focus on theater familiarization and crew readiness training. A minimum of two different IQT tests will be maintained at all times. Tests may be generated using an automated testing program. *NOTE: IQT and MQT can be combined (with appropriate TRs/AF Forms 797) and conducted at the unit, culminating in a single certification. Total combined days may not exceed IQT/MQT time limits.*

2.4.6. IQT Time Extensions. Trainees must complete IQT TRs, IQT test, and positional certification within time frames outlined in paragraph 0 or the trainee is referred to the unit commander for disciplinary or remedial action. The unit commander may grant a 30-calendar-day or less (3 UTAs) training extension or take appropriate action IAW AFI 36-2101 (<http://www.e-publishing.af.mil/>). Unit commanders have the discretion to request additional extensions up the chain of command (group commander or MAJCOM). Time spent at formal course training will not be counted as IQT/MQT training days.

2.5. Mission Qualification Training. Personnel who are certified BMC via the FTU will be entered into MQT within 10 duty days of reporting to the unit (3 UTAs). If personnel are certified BMC via unit training, they will be entered into MQT on the next duty day (next UTA day). AF Form 4141 will be annotated to reflect completion of IQT and entry into MQT. Additionally, annotate AF Form 4141 to show any removal from unit training for purposes of formal school attendance. MQT requirements will be completed within 30 calendar days (3 UTAs) for Strategy, Combat Plans, Combat Operations, and Air Mobility Divisions; Communications Operations; all specialty support team members, and non-intelligence personnel assigned within the ISR Division will be within 30 calendar days (3 UTAs). Personnel will complete the appropriate TR/AF Forms 797/JQS/JPGs training requirements. TMs/TOs/supervisors will determine the MQT training schedule for which training requirements will be completed for MQT.

NOTE: IAW guidance outlined in ISR JQS/JPG, intelligence personnel assigned to the ISR Division or an ISR element in other divisions will complete MQT within 180 (15 UTAs) days of entry into MQT program.

2.5.1. Training Requirements. Upon entry into MQT, the TM/TO/supervisor will ensure adequate training is provided in each academic and positional area as shown in applicable TRs/AF Forms 797/JQS/JPGs. Each appropriate MAJCOM/NAF will develop training materials that provide theater unique familiarization/certification training for each duty position, as required, in order to complete crew readiness training. MAJCOM/NAFs may add additional TRs to the standard MQT AF Forms 797/JQS/JPGs maintained on TOTN (<https://totn.acc.af.mil/Frame/XOYCframe.htm>).

2.5.2. MQT Completion. Upon completion of MQT (following the TRs/AF Forms 797/JQS/JPGs guidance), the TM/TO or designated representative will administer a minimum 25-question MQT test from the standardized MQF. By achieving a passing score of 85 percent and completing a positional certification, the trainee is considered CMR and placed into CT, which will focus on improving skills learned in IQT/MQT. A minimum of two different MQT tests will be maintained at all times. Tests may be generated using an automated testing program. The TM/TO/supervisor ensures an MQT certification test and positional checkout is administered and documented on AF Form 4141/4143.

2.5.3. MQT Time Extensions. Trainees must complete MQT TRs, MQT test, and positional certification within time frames outlined in paragraph 0 or the trainee is referred to the unit commander for disciplinary or remedial action. The unit commander may grant a 30-calendar-day or less (3 UTAs) extended training period or take appropriate action IAW AFI 36-2101

(<http://www.e-publishing.af.mil/>). Unit commanders have the discretion to request additional extensions up the chain of command (group commander or MAJCOM). Time spent at formal course training will not be counted as IQT/MQT training days.

2.6. Continuation Training. CT ensures individuals remain qualified on all critical peacetime/wartime knowledge, skills, new or upgraded systems, and tasks. Personnel who are certified CMR will be entered into CT the next duty day (1 UTA). Minimum CT requirements are outlined in [Attachment 3](#), AOC Continuation Training Requirements. To the maximum extent possible, CT will use actual equipment or computer simulations of the equipment. With unit commander approval, the TM/TO establishes an annual training plan based on unit/MAJCOM requirements such as upcoming exercises and may adjust this plan to meet individual needs.

2.6.1. Exercise Requirements. All personnel assigned to a designated AOC unit will participate in one Quick Response Package (QRP)-level or greater AOC exercise per year and will review applicable theater Operation Plans (OPLAN) and the associated Time-Phased Force and Deployment Data (TPFDD) annually. Actual real-world AOC positional tasking satisfies annual exercise participation requirement. If personnel are unable to participate in one QRP-level or greater exercise or real-world tasking within the training year, they must receive equivalent training, real-world or academic, approved at the squadron commander or equivalent level. For ARC, the commander may waive this requirement due to exercise availability, or civilian job constraints.

2.6.2. Annual CT Completion. Unit commanders will ensure academic instruction and positional training is accomplished to maintain proficiency. The TM/TO/supervisor ensures the appropriate amount of instruction for each academic subject area is available based on unit needs. A person certified after the beginning of the annual training period will accomplish a prorated share of the positional and academia TRs for the remainder of the period beginning with the first day of the following month.

Academic and positional TRs and trainer-monitored accomplishments will be recorded on AF Form 4142.

2.7. Multi-Certification.

2.7.1. Personnel who are CMR in a position and are selected to train in another position(s) must complete IQT TRs and certification requirements IAW this chapter. However, if the second position is closely related to the first in terms of job knowledge and requirements, the unit commander or equivalent may waive IQT positional TRs. Waive IQT academic TRs if they have been previously satisfied. MQT positional training certification/CT requirements must still be accomplished per this document. All or part of MQT requirements based on JQS/JPGs may be waived upon recommendation of supervisor and unit commander approval. Time limitations, completion of forms, and certification for completion of second training apply IAW this chapter.

2.7.2. The TM/TO/supervisor annotates certification in second duty position and the primary duty position of multi-qualified personnel on AF Form 4141.

2.7.3. The TM/TO/Supervisor will ensure that additional training identified during the initial certification process is accomplished and annotated on AF Form 4143 within 30 days (3 UTAs). Certification must be annotated on AF Form 4141.

2.8. Recertification. Personnel required to establish or maintain CMR will be recertified on their ability to successfully perform their duties every 18 months (24 UTAs) from the time they are initially certified (not applicable for 12-month tours). The recertification eligibility zone will be the 3-month period prior to the certification due date. The positional and written test may be administered anytime within the 3-month eligibility period for a recertification. The recertification test will be a minimum of 50 questions from the standardized MQF with a passing score of 85 percent. All requirements for the recurring certification must be completed within the eligibility period. Positional recertification is best accomplished during an exercise but this is not a requirement for recertification.

2.9. Non-CMR. An individual becomes non-CMR when the individual fails to complete a recurring certification or the commander determines an individual to be non-proficient. The individual will be entered into remedial training for up to 30 calendar days (3 UTAs), or the unit commander takes appropriate action IAW AFI 36-2101 (<http://www.e-publishing.af.mil/>).

2.9.1. Not later than the 30th calendar day (3 UTAs) of the remedial training period, one of the following occurs:

2.9.1.1. The trainee completes the appropriate TRs as determined by the TM/TO and is recertified, or

2.9.1.2. The trainee does not complete the TRs or fails recertification. The trainee is referred to the unit commander. The commander takes appropriate administrative action IAW AFI 36-2101 (<http://www.e-publishing.af.mil/>) or requests another 30-calendar day (3 UTAs) remedial training period from MAJCOM. Trainees continue to train while the request is being staffed.

2.9.2. Not later than the 60th calendar day (3 additional UTAs) of the remedial training period, one of the following occurs:

2.9.2.1. The trainee completes the appropriate TRs as determined by the TM/TO and is recertified, or

2.9.2.2. The trainee does not complete the TRs, is not re-certified, or fails re-certification, and the unit commander takes appropriate administrative actions IAW AFI 36-2101 (<http://www.e-publishing.af.mil/>).

2.10. Non-Current. An individual becomes non-current when the individual fails to complete designated CMR CT TRs. The individual will be entered into remedial training for up to 30 calendar days (3 UTAs).

2.10.1. The non-current trainee must be supervised in the position until the CT TRs are completed as determined by the TM/TO. After CT TRs are completed, the TM/TO will recommend to the unit commander in writing that the trainee be declared CMR.

2.10.2. If the trainee fails to complete CT TRs, the unit commander takes appropriate administrative actions IAW AFI 36-2101 (<http://www.e-publishing.af.mil/>).

2.11. Training/Certifying Officials. The TM/TO/supervisor nominates and the unit commander designates in writing as many instructors/trainers and evaluators/certifiers as required. Instructors/trainers and evaluators/certifiers will be experienced, certified, and current in the duty position they are certifying, when possible. *NOTE: For one-deep positions (e.g., Chief Combat Plans [CCP], Chief Combat Operations [CCO], team chief), the unit commander will designate the most qualified and knowledgeable personnel as trainer/certifier.*

2.12. Training Documentation.

2.12.1. Introduction. Documentation of academic and positional training consists of records or charts reflecting individual and unit accomplishments.

2.12.2. Training Records Maintenance. Unit TMs/TOs/supervisors will maintain training records, both AF Form 623s (Airman Basic to Technical Sergeant) and unit-generated permanent training record (six part folders), for all personnel assigned. Upon permanent change of station (PCS), all folders and/or computerized products must be translated into hard copy or soft copy to be hand-carried to next duty station.

2.12.3. Forms. The TM/TO/supervisor maintains AF Forms 797, 4141, 4142, 4143, 4144, and 4145 on all personnel entered into training. Supervisors will maintain on-the-job training (OJT) records (AF Form 623)/AF Forms 623a, **On-the-Job Training Record - Continuation Sheet**, and 797, JQS Continuation/Command JQS on all enlisted personnel in the grades of Airman Basic to Technical Sergeant IAW with AFI 36-2201 (<http://www.e-publishing.af.mil/>) and AFMAN 36-2247, Planning, Conducting, Administering, and Evaluating Training (<http://www.e-publishing.af.mil/>). Below is a brief description of the forms referred to throughout this document. Mandatory items required for the forms are also addressed. MAJCOMs are permitted to use local forms in place of AF Forms to document training as long as they provide identical training documentation outlined in this AFI and the intent of this instruction is met. These forms should be identified in MAJCOM supplements. The MAJCOM should identify any additional requirements in its supplement. Units may create/use electronic forms of 41XX series forms for ease of use.

2.12.3.1. AF Form 623, **On-the-Job Training Record** (Airman Basic to Technical Sergeant): This form is used for all Air Force enlisted personnel for skill level and position upgrades. It contains the enlisted Air Force Specialty Code (AFSC) JQS/Specialty Training Standards (STS) for

skill level training as well as the AF Form 623a (OJT record continuation sheet) and AF Form 797s. Mandatory items are outlined in the AF Form 623.

2.12.3.2. AF Form 797, **JQS Continuation/Command JQS**: This form is used as a continuation of the JQS. It covers those items particular to a duty position that are not contained in the JQS or those items, which need further clarification than is contained in the JQS. Because the AOC is a new weapons system and the enlisted JQS do not contain all the items required to perform duties in the AOC, and no officer JQS currently exist, the AOC AF Form 797 contains those items required to perform an individual's positional duties within the AOC. The AF Form 797 will be maintained IAW paragraph 2.12.4.5. Copies of all completed AF Form 797s will be maintained in AF Form 623 and/or the permanent training record described in paragraph 2.12.4.1. An MFR may also be used in the AF Form 623 if the AF Form 797 is kept in the individual's permanent training record. Upon PCS, all AF Form 797s maintained in the permanent training record for enlisted personnel will be transferred to the AF Form 623. Mandatory items for AF Form 797 are self-explanatory.

2.12.3.3. AF Form 4141, **Individuals Record of Duties and Experience Ground Environment Personnel**: This form is used to maintain a record of an individual's duties and performance. The form is maintained in chronological order. Mandatory items include:

- 2.12.3.3.1. Date signed into unit.
- 2.12.3.3.2. Date entered into training.
- 2.12.3.3.3. Date completed IQT/MQT training.
- 2.12.3.3.4. Date certified BMC/CMR.
- 2.12.3.3.5. Primary and secondary duty for multi-certified personnel.
- 2.12.3.3.6. Dates and exercise name individual participated in.
- 2.12.3.3.7. If it affects training time limits, dates and locations of TDYs more than 14 days in length.

2.12.3.4. AF Form 4142, **Individual Annual Training Record**: This form if applicable as determined by the unit/CC in coordination with the AOG/CC and MAJCOM functional is used to record all annual CT training the individual accomplishes. It will run from 1 October to 30 September. The TM/TO/supervisor will sign the form at the completion of each year. Completed forms will be maintained IAW paragraph 2.12.4.2. Mandatory items are self-contained.

2.12.3.5. AF Form 4143, **Certificate of Qualification (Certification)**: This form is used to document the fact an individual has completed all the requirements for BMC/CMR status. All fields are mandatory and it should be completed by the positional certifier and maintained IAW paragraph 2.12.4.5.

2.12.3.6. AF Form 4144, **Positional Certification Checklist**: The certifier uses this form if applicable as determined by the unit/CC in coordination with the AOG/CC and MAJCOM functional to determine if an individual in upgrade to BMC/CMR status can perform the positional tasks, duties, and responsibilities required without an instructor. There will be a standard form for each duty position within the AOC.

2.12.3.7. AF Form 4145, **Daily Activity Log** (if applicable): This form is used by the crew or individual sections within the AOC to reflect training that is accomplished during any training sessions. The supervisor conducting the training should fill out the form. The form is self-explanatory and none of the items are mandatory. Upon completion of the form, it should be turned in to the TM/TO in order for the TM/TO or designated representative to update the AF Form 4142.

2.12.4. Permanent Training Record. The TM/TO/Supervisor may use electronic version of six-part folder or maintain hard copy of individual's six-part folder. Each folder will identify an individual by typing the individual's last name, first name, and middle initial in capital letters on a standard-size folder label. This label is affixed to the folder's tab. The TM/TO/supervisor may pencil in additional information on the label (e.g., rank, crew, or director designator). Tests or test answer sheets are not filed in this folder. *NOTES: (1) Reference computer-generated products upon PCS, an entry must be made stating "Computer Generated Form - All information is certified to be valid" and signed by the responsible agent. No record of authentication is required for line entries (Block h) on AF Form 4141 if the computerized version is used. Also, computer-generated products must have all required entries IAW the basic form. (2) It is not the intention to maintain duplicate records (i.e., Interface Control Officer/Technician [ICO/ICT]). One set should meet the requirement.*

2.12.4.1. Section I, Certification Data. This section contains every AF Form 4141 for applicable individuals. The forms will be filed chronologically with the most recent date on top as a permanent part of the training record.

2.12.4.2. Section II, Continuation Training Requirements. This section contains current AF Form 4142 for applicable individuals. It is used to document monthly/yearly academic and positional training requirements for those individuals in continuation training. The forms will be filed chronologically with the most recent date on top as a permanent part of the training record.

2.12.4.3. Section III, Personal and Training History. This section includes copies of student records from Air Education and Training Command (AETC) school courses, MAJCOM formal school courses, and any formal ground environment training. Current Letters of Appointment as an instructor or certifier will be maintained in this section. This material will be filed chronologically with the most recent date on top as a permanent part of the training record.

2.12.4.4. Section IV, Miscellaneous. This section contains miscellaneous training letters/forms associated with individual training that is not maintained elsewhere. The forms will be filed chronologically with the most recent date on top as a permanent part of the training record.

2.12.4.5. Section V, Unit Training Documents. The section contains every AF Form 4143 - Certification of Qualification, AF Form 3126 - Phase II Training Requirements, AF Form 797 - Job Qualification Standard Forms, and may contain appropriate training waiver letters. The forms will be filed chronologically with the most recent date on top as a permanent part of the training record.

2.12.4.6. Section VI, Previous Unit Information. This section contains previous AF Form 4141s, AF Form 4142s, and AF Form 4143s. The forms will be filed chronologically with the most recent date on top as a permanent part of the training record.

2.12.5. Disposition of Permanent Training Records. When an individual is notified of an assignment to another unit, the unit TM/TO/supervisor will as part of unit out processing, perform the following tasks:

- 2.12.5.1. Close and sign current AF Forms 4141 and 4142.
- 2.12.5.2. Ensure all AF Form 797s are moved from permanent training records to the individual's AF Form 623 if enlisted. All duplicates will be destroyed. If an officer, AF Form 797s will remain in the permanent training record.
- 2.12.5.3. Remove and destroy any local training forms from permanent training record.
- 2.12.5.4. Give permanent training record to the individual to hand carry to next assignment.
- 2.12.5.5. No action is required if an individual is retiring. Permanent training record will be given to individual for use by individual as needed.

2.13. Augmentee Training. Augmentees may be temporarily assigned to a unit to support AOC operations. Training for augmentees will include unit specific training (i.e., unit mission, organization, critical functions, and theater support requirements) and duty position training on the task assigned to the augmentee to include the related equipment/systems. The host unit will provide or coordinate unit specific training. Unqualified augmentees should not be assigned to support AOC operations. If an augmentee is determined to be unqualified, the host unit will coordinate training either en route or at the host unit location. Duty position training on the task assigned to the augmentee will include related equipment/systems. Unless determined to be task qualified through a unit-developed evaluation/assessment process, augmentees will not perform the assigned task/duties unless supervised. This certification process may consist of the team chief determining if an individual is certified to work the position without supervision. The unit TMs/TOs will establish and maintain a unit specific training program for augmentees. The unit commander will review and approve the augmentee training program annually.

2.14. Forms Prescribed. AF Form 797, **JQS Continuation/Command JQS**; AF Form 623, **On-the-Job Training Record (Airman Basic to Technical Sergeant)**; AF Form 3126, **Phase II Training Requirements**; AF Form 4141, **Individual's Record of Duties and Experience Ground Environment Personnel**; AF Form 4142, **Individual Annual Training Record**; AF Form 4143, **Certificate of Qualification**; AF Form 4144, **Positional Evaluation Checklist**; and AF Form 4145, **Daily Activity Log**.

CHARLES F. WALD, Lt General, USAF
DCS, Air and Space Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 13-1AOC, Volume 3, *Operational Procedures—Aerospace Operations Center*, (<http://www.e-publishing.af.mil/>), 1 Jul 2002

ACCI 13-STP, Volume 1, *System Training Program*, (<https://wwwmil.acc.af.mil/accpubs/pubs/13series/ACCI13-STPV1.pdf>), 7 Jul 97

AFI 31-401, *Information Security Program Management*, (<http://www.e-publishing.af.mil/>), 1 Nov 2001

AFI 33-115, Volume 1, *Network Management*, (<http://www.e-publishing.af.mil/>), 2 Jul 99

AFI 33-115, Volume 2, *Licensing Network Users and Certifying Network Professionals*, (<http://www.e-publishing.af.mil/>), 1 Nov 99

AFI 33-360, Volume 2, *Forms Management*, (<http://www.e-publishing.af.mil/>), 27 Jun 00

AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*, (<http://www.e-publishing.af.mil/>), 30 Apr 2001

AFI 36-2201, *Developing, Managing, and Conducting Training*, (<http://www.e-publishing.af.mil/>), 26 Apr 2000

AFMAN 36-2108, *Airman Classification*, (<http://www.e-publishing.af.mil/>), 31 Oct 00

AFMAN 36-2247, *Planning, Conducting, Administering, and Evaluating Training*, (<http://www.e-publishing.af.mil/>), 1 Oct 97

AFMAN 37-139, *Records Disposition Schedule*, (<http://www.e-publishing.af.mil/>), 1 Mar 96

AFPD 13-1, *Theater Air Control System*, (<http://www.e-publishing.af.mil/>), 11 May 95

The Privacy Act of 1974, 5 U.S.C. 552a.

Privacy Act System Number F036 AF PC N, Unit Assigned Personnel Information

Uniform Code of Military Justice (UCMJ)

Abbreviations and Acronyms

ACC—Air Combat Command

AETC—Air Education and Training Command

AFC2ISRC—Air Force Command and Control Intelligence, Surveillance, and Reconnaissance Center

AFC2TIG—Air Force Command and Control Training and Innovation Group

AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFSC—Air Force Specialty Code
AFSPC—Air Force Space Command
AMC—Air Mobility Command
AMOC—Air Mobility Operations Course
ANG—Air National Guard
AOC—Aerospace Operations Center
AOG—Air Operations Group
APC—Airlift Planners Course
APOC—Asia-Pacific Orientation Course
ARC—Air Reserve Component
ATO—Air Tasking Order
BMC—Basic Mission Capable
BOC—Basic Operators Course
C2IPS—Command and Control Information Processing System
C2WAC—Command and Control Warrior Advanced Course
CAF—Combat Air Forces
CARF—Central Altitude Reservation Function
CATT—Combat Aircrew Tactics Training
CC—Commander
CCO—Chief Combat Operations
CCP—Chief Combat Plans
CMR—Combat Mission Ready
CT—Continuation Training
CWPC—Contingency Wartime Planning Course
DIT—Dynamics of International Terrorism
DOC—Designed Operations Capability
FTAC—First Term Airmen’s Center
FTU—Formal Training Unit
GAT—Guidance, Apportionment and Targeting
GCCS—Global Command and Control Systems

GTN—Global Transportation Network

HQ—Headquarters

IAW—In Accordance With

ICO/ICT—Interface Control Officer/Technician

IQT—Initial Qualification Training

ISR—Intelligence, Surveillance, and Reconnaissance

JAC2C—Joint Aerospace Command and Control Course

JASAC—Joint Aerospace Systems Administrator Course

JBDAC—Joint Battle Damage Assessment Course

JCSARCC—Joint Combat Search and Rescue Coordinator Course

JDACC—Joint Doctrine Air Campaign Course

JICO—Joint Interface Control Officer

JMPC—Joint Medical Planners Course

JOPES—Joint Operations Planning and Execution System

JPG—Job Proficiency Guides

JQS—Job Qualification Standard

JSSC—Joint Aerospace Operations Senior Staff Course

JTIDS—Joint Tactical Information Distribution System

LAOC—Latin America Orientation Course

MAJCOM—Major Command

MAJIC—Multi-TADIL Advanced Interoperability Course

MFR—Memo for Record

MQF—Master Question File

MQT—Mission Qualification Training

NAF—Numbered Air Force

ND&SM—Network Design and System Management

NGB—National Guard Bureau

NLT—Not Later Than

OCR—Office of Collateral Responsibility

OJT—On-The-Job Training

OPLAN—Operation Plans

OPR—Office of Primary Responsibility

PACAF—Pacific Air Forces
PCG—Position Certification Guide
PCS—Permanent Change of Station
PDO—Publishing Distribution Office
QRP—Quick Response Package
REOC—Russia, Central Europe, and Central Asia Orientation Course
ROE—Rules of Engagement
SEI—Special Experience Identifier
SPINS—Special Instructions
STP—System Training Program
STS—Specialty Training Standards
TACS—Theater Air Control System
TAGS—Theater Air Ground System
TDL—Tactical Digital Information Link
TDY—Temporary Duty Assignment
TM/TO—Training Manager/Training Officer
TOTN—TACS-On-The-Net
TPC—Tanker Planning Course
TPFDD—Time-Phased Force and Deployment Data
TR—Training Requirement
UCMJ—Uniform Code of Military Justice
USAF—United States Air Force
USAFE—United States Air Forces in Europe
UTA—Unit Training Assembly

Terms

Academic Training—Training that results from self-study, group study, or classroom instruction.

Additional Extended Training Period—Training period for individuals who fail to progress after one extended training period.

Additional Training—Any training or action that must be completed following a certification. The completion will be documented on AF Form 4143. The TM will determine TRs to correct deficiencies identified by training, with the concurrence of the DO. This training must be accomplished within 30 days (3 UTAs).

Annual Training Year—A period starting 1 October and continuing through 30 September.

Basic Mission Capable—The status of an individual who understands the fundamental concepts of command and control of joint aerospace power relative to a standard duty position in a joint aerospace operations center, but lacks unit-specific knowledge of how it's applied locally. It requires successful completion of IQT and passing a BMC upgrade certification.

Certification—Certification is the designation of an individual by the organization commander as having completed required training and being capable of performing duty position. Includes verbal, written, and positional methods used to determine individual proficiency through positional and written evaluation as prescribed by governing directives.

Combat Mission Ready (CMR)—The status of an individual who successfully completes IQT and MQT, passes Initial and Mission Qualification Evaluations, complies with CT requirements, and is assigned to a unit with a primary combat mission.

Continuation Training (CT)—Academic and positional training required to maintain CMR qualification.

Currency—Compliance with CT requirements. Positional proficiency required by this directive.

Eligibility Period—The 3-month period prior to expiration date of the certification during which all written and positional requirements for the recurring certification must be completed.

Experienced —Certified CMR in the position and six months experience in the position after being certified.

Extended Training Period—Training period designed for individuals who fail to progress into the next phase of training.

Initial CMR Certification—The first certification given to determine an individual's CMR status. It will consist of a positional certification and a written examination.

Initial Qualification Training (IQT)—Academic and positional training required to attain BMC.

Mission Qualification Training (MQT)—Academic training requirements to attain CMR status. This will include all training requirements needed to train BMC personnel to execute the unit's DOC mission statement in accordance with NORAD/joint/combined/AF directives and procedures, e.g., OPLANS, SUPPLANS, etc and any applicable operations plans.

Multi-certified Personnel—Individuals who maintain certification in more than one duty position.

Non Combat Mission Ready/Non Basic Mission Capable (NCRM/NBMC) (Noncurrent)—

Individual is considered NCRM/NBMC upon loss of currency, i.e., did not meet TRs are also considered non-current upon the loss of currency, in the same manner as CMR/BMC personnel. Individuals must be supervised by an instructor.

Non-Current—Individual is overdue on a CT requirement and is not allowed to perform positional duties without instructor supervision.

Positional Training—Hands-on training resulting from performance of duties in assigned positions.

Recurring Certification—A recurring certification is a certification that is conducted on a recurring basis to evaluation important and/or significant training areas.

Remedial Training—Training for individuals who fail a spot/recurring certification, or do not complete CT requirements. Once certified, all personnel should meet all TRs, or otherwise be regressed from CMR

status.

Spot Evaluation—A spot evaluation is a periodic evaluation of noted problem areas from previous evaluations.

Training Period—A specific amount of time to accomplish a prescribed phase of training.

Unit Training Assembly (UTA)—For the purpose of this regulation, a UTA is considered to be the 2-day period per month that ANG operations personnel spend on duty.

FORMAL COURSES/SCHOOLS

The following list of courses/schools may be beneficial for selected individuals working in the various AOC divisions and specialty teams. These are recommended, but not mandatory to work in an AOC. Attendance will enhance AOC skills development. The MAJCOM functional manager and/or unit commander will determine attendance.

Course / Schools	SD	CPD	COD	ISR *	AMD	Comm	Specialty Teams
AF Joint Aerospace Operations Senior Staff Course (JSSC)		X	X		X		
AF Joint Interface Control Officer (JICO) Course		X	X			C	
AF Joint Tactical Information Distribution System (JTIDS), JT-101		X	X			X	
Air Mobility Operations Course (AMOC), AMC AMOC					X		
Airlift Planners Course (APC), AMD APC					X		
AMC Command and Control Course, AMC C2					X		
Asia-Pacific Orientation Course (APOC), AFSOC 152002					X		
Automated Terminal Instrument Procedures, E30ZR13B4A 000					X		
C2IPS System Administrator (C2IPS/SA) Course, E3AZR3C051 028					X		
Central Altitude Reservation Function (CARF)					X		
Combat Aircrew Tactics Training (CATT), AMV TACTICS					X		
Command and Control Warrior Advanced Course (C2WAC)	X	X	X		X	X	
Contingency Wartime Planning Course (CWPC), MCADRE002	X	X	X		X		X
Deployable Command and Control Information Processing System (C2IPS) Communications Course, AMC GYQ55-001					X		
Dynamics of International Terrorism (DIT) Course, AFSOC147002					X		
GCCS Advanced System Administrator, E3OAR33S0 016						X	
GCCS Basic Administrator Course, E3OAR33S0 001						X	
GCCS Combined Course, AMC GCCS CC					X		
GCCS Common Application Course, AMC GCCS CA					X		
GCCS COP System Administrator, E3OAR33S0 014						X	

Course / Schools	SD	CPD	COD	ISR *	AMD	Comm	Specialty Teams
GCCS Security Administrator, E3OAR33S0 018						X	
GCCS Specialty Application Course, AMC GCCS I/II (BTI/EQI)					X		
GCCS Unix and Basic Administrator (Combined Course), E3OAR33S0 012						X	
GCCS Windows NT Workstation Administrator, E3OAR33S0 015						X	
Global Command and Control System Unix (GCCS Unix), E3OAR33S0 005						X	
Global Transportation Network (GTN) Course, 4925 E					X		
Joint Aerospace Command and Control Course (JAC2C), ACC JAC2C	X	X	X		X	X	X
Joint Aerospace Systems Administrator Course (JASAC), ACC JASAC					X	X	
Joint Battle Damage Assessment Course (JBDAC), X50ZN14N3 016	X						
Joint Combat Search and Rescue Coordinator Course (JCSARCC).		X	X				X
Joint Doctrine Air Campaign Course (JDACC), MCADRE003	X	X	X		X		X
Joint Medical Planners Course (JMPC) J5OZO4000 003					X		
Joint Operations Planning and Execution System (JOPES) Basic Operators Course (JOPES/BOC)					X		
JTIDS Network Design and System Management (ND&SM), JT-201		X	X			X	
Latin America Orientation Course (LAOC), AFSOC 142002					X		
Medical Readiness Planners, J3OZR4000 005					X		
Middle East Orientation Course (MEOC), AFSOC 145002							
Military Airspace Management, E30ZR11A4X000					X		
Multi-Tactical Digital Information Link (TADIL) Advanced Interoperability Course (MAJIC), JT-102.		X	X			X	
Navy Global Command and Control Systems (GCCS)/COP Course			X				
Russia, Central Europe, and Central Asia Orientation Course (REOC), AFSOC 159002					X		
Stage Operations Officer Course, AMC STGMGR					X		
Tanker Planning Course (TPC), AMC TPC					X		

Couse/ School	Air Mobility ISR Element	Cmbt Ops ISR Element	Cmbt Plans ISR Element	Strategy Div ISR Element	PEDS Teams	PEDS Team Chie /NCOIC	Coll Mgmt Team	Coll Mgmt Team Chief NCOIC	SCI Mgmt Team	SCI Mgmt Team Chief NCOIC	Tgt/BDA Team	Tgt/BDA Team Chief NCOIC	IN5XX ACF Team	Air Def Analysts	ACF Team	ACF Team Chief NCOIC	ISR Div Chief	All ISR Personnel	REMARKS
Information Warfare Applications Course (IWAC), MCADRE005												R			R		R		
Joint Doctrine Air Campaign Course (JDAC), MCADRE003	R	R	R		R			R		R		M3				M3	M3		O-3 and above
Aerospace Power Course, TBD																		M	E-4, O-3 and above
TBMCS Basic Intelligence User's Course, X6ONU14N3-000																		M	
SCI Control Officers Course or X5OZD14N3-008 OR									M2	R									
USAF SCI Security Management Course, X5AZD3A051-000									R	M2									
Collection Management for Analysts, X5OZD14N3-027				R			R	R							R	M2			
Intelligence Collection Management, X5OZD14N4B-000					R		R								R	R			
Principles of Collection Management, X5OZG14N4-010					R		M								R	R			
ELINT Digital Analysis Training, X5AZG1N551-001													R						
TechELINT Fundamentals, X5AZG1N551-000													R						
Air Defense Command and Control Warfare, X3OZRN3A-009														M2					

Couse/ School	Air Mobility ISR Element	Cmbt Ops ISR Element	Cmbt Plans ISR Element	Strategy Div ISR Element	PEDS Teams	PEDS Team Chie /NCOIC	Coll Mgmt Team	Coll Mgmt Team Chief NCOIC	SCI Mgmt Team	SCI Mgmt Team Chief NCOIC	Tgt/BDA Team	Tgt/BDA Team Chief NCOIC	IN5XX ACF Team	Air Def Analysts	ACF Team	ACF Team Chief NCOIC	ISR Div Chief	All ISR Personnel	REMARKS
Joint Imagery Analysis Course, X6ONU14N3A-0XX																			
Combat Targeting Course, X3OZRN3B-002												M2							
Joint Targeting Applications Course, X5OZN14N3-015												R							
Joint Targeting Staff Course, X5OZN14N3-014												R							
Conventional Weaponneering Fundamentals, X4OST14N1B-001											M	M							For weapoe ers
Joint Aerospace Command and Control Course (JAC2C), TBD					R			R				R				R	R		
Command & Control Warrior Advanced Course (C2WAC), TBD												R				R	M2		
Mandatory																			
M1 = Mandatory within 90 days																			
M2 = Mandatory within 6 mos																			
M3 = Mandatory within 12 mos																			
M4 = Mandatory within 18 mos																			
R= Recommended																			

AOC CONTINUATION TRAINING REQUIREMENTS

NOTE: Actual unit CT Requirements will be outlined in TM/TO training plan as outlined in paragraph 0.

Event A= Academics E = Hands on/Equipment Monthly = 2 UTAs	CCP/CPD Leadership	Strategy Division Team Chief	Strategy Plans	Operational Assessment	Guidance, Apportionment & Targeting (GAT) Team	MAAP Team Chief	Affects CMR
Applicable Processes	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
Specific Team Processes	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
Applicable Joint/Service Doctrine	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
OPLAN Review	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
Theater Air Ground System (TAGS)	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
Hostile Weapons Systems Capabilities and Limitations	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
Friendly Weapons Systems Capabilities and Limitations	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
Develop Applicable sections of a JAOP or appropriate stand alone documents such as PINS, OPSTASK LINK, and TACOPDAT		E –Annual	E –Annual	E –Annual	E –Annual	E –Annual	Yes
Positional Systems and Process Training (can be done in conjunction with an exercise, as table top, or part task)	E – Semi-Annual	E – Semi-Annual	E – Semi-Annual	E – Semi-Annual	E – Semi-Annual	E – Semi-Annual	Yes
Participate in AOC Exercise or AOC contingency operations	E - Annual	E - Annual	E - Annual	E - Annual	E - Annual	E - Annual	Yes
ROE and SPINS	A- Annual	A- Annual	A- Annual	A- Annual	A- Annual	A- Annual	
Theater Familiarization	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A – Annual	Unit Specific

Event A= Academics E = Hands on/Equipment Monthly = 2 UTAs	MAAP Planners	ATO Production Team Chief	ATO Production NCOIC	ATO Production Technicians	C2 Planning Team Chief	Airspace Management Team	Affects CMR
Applicable Processes	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
Specific Team Processes	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
Applicable Joint/Service Doctrine	A - Annual	A - Annual	A - Annual		A - Annual	A - Annual	
OPLAN Review	A - Annual	A - Annual	A - Annual		A - Annual	A - Annual	
Theater Air Ground System (TAGS)	A - Annual	A - Annual	A - Annual		A - Annual	A - Annual	
Hostile Weapons Systems Capabilities and Limitations	A - Annual	A - Annual	A - Annual		A - Annual	A - Annual	
Friendly Weapons Systems Capabilities and Limitations	A - Annual	A - Annual	A - Annual		A - Annual	A - Annual	
Develop Applicable sections of a JAOP or appropriate stand alone documents such as PINS, OPSTASK LINK, and TACOPDAT					E –Annual	E –Annual	Yes
Positional Systems and Process Training (can be done in conjunction with an exercise, as table top, or part task)	E – Semi-Annual	E – Quarterly	E – Quarterly	E – Quarterly	E – Semi-Annual	E – Semi-Annual	Yes
Participate in AOC Exercise or AOC contingency operations	E - Annual	E - Annual	E - Annual	E - Annual	E - Annual	E - Annual	Yes
ROE and SPINS	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
Theater Familiarization	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A – Annual	Unit Specific

Event A= Academics E = Hands on/Equipment Monthly = 2 UTAs	Air Defense Planning Team	C2 Architecture Planning Team	C2 Communications Planning Team	Weather	Space	IW	Affects CMR
Applicable Processes	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
Specific Team Processes	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
Applicable Joint/Service Doctrine	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
OPLAN Review	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
Theater Air Ground System (TAGS)	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
Hostile Weapons Systems Capabilities and Limitations	A - Annual			A - Annual	A - Annual	A - Annual	
Friendly Weapons Systems Capabilities and Limitations	A - Annual			A - Annual	A - Annual	A - Annual	
Develop Applicable sections of a JAOP or appropriate stand alone documents such as PINS, OPSTASK LINK, and TACOPDAT	E - Annual	E - Annual	E - Annual	E - Annual	E - Annual	E - Annual	
Positional Systems and Process Training (can be done in conjunction with an exercise, as table top, or part task)	E – Semi-Annual	E – Semi-Annual	E – Semi-Annual	E – Semi-Annual	E – Semi-Annual	E – Semi-Annual	Yes
Participate in AOC Exercise or AOC contingency operations	E - Annual	E - Annual	E - Annual	E - Annual	E - Annual	E - Annual	Yes
ROE and SPINS	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
Theater Familiarization	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A – Annual	Unit Specific

Event A= Academics E = Hands on/Equipment Monthly = 2 UTAs	IM	JAG	Logistics	Communication Operation			Affects CMR
Applicable Processes	A - Annual	A - Annual	A - Annual	A - Annual			
Specific Team Processes	A - Annual	A - Annual	A - Annual	A - Annual			
Applicable Joint/Service Doctrine		A - Annual	A - Annual	A - Annual			
OPLAN Review	A - Annual	A - Annual	A - Annual	A - Annual			
Theater Air Ground System (TAGS)				A - Annual			
Hostile Weapons Systems Capabilities and Limitations							
Friendly Weapons Systems Capabilities and Limitations				A - Annual			
Develop Applicable sections of a JAOP or appropriate stand alone documents such as PINS, OPSTASK LINK, and TACOPDAT							
Positional Systems and Process Training (can be done in conjunction with an exercise, as table top, or part task)	E – Semi-Annual	E – Semi-Annual	E – Semi-Annual	E – Semi-Annual			Yes
Participate in AOC Exercise or AOC contingency operations	E - Annual	E - Annual	E - Annual	E - Annual			Yes
ROE and SPINS		A - Annual					
Theater Familiarization	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A – Annual	Unit Specific

Event A= Academics E = Hands on/Equipment Monthly = 2 UTAs	CCO/COD Leadership	Offensive Duty Officers / Technicians	ATO Replanners	Defensive Duty Officers/ Technicians	JICO/ICO	TST	Affects CMR
System Training for Duty Position	E -Semi- Annual	E -Semi- Annual	E-Quarterly	E - Monthly	E - Monthly	E-Quarterly	Yes
Team Processes	A - Semi- Annual	A - Semi- Annual	A - Semi- Annual	A - Semi- Annual	A - Semi- Annual	A - Semi- Annual	
Specific Division Processes	A/E – Semi- Annual	A/E – Semi- Annual	A/E – Semi- Annual	A/E – Semi- Annual	A/E – Semi- Annual	A/E – Semi- Annual	
AOC Processes (interdivisional and liaison cells)	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
AOC Exercises / Contingencies	E - Annual	E - Annual	E - Annual	E - Annual	E - Annual	E - Annual	Yes
Unit Internal Simulation (cell level or higher)	E - Annual	E -Semi- Annual	E -Semi- Annual	E -Semi- Annual	E -Semi- Annual	E -Semi- Annual	Yes
Theater Air Ground Systems (TAGS)	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
OPLANS	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
Applicable Joint/Service Doctrine	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A – Annual	
Friendly Weapons Systems Capabilities and Limitations	A - Quarterly	A - Quarterly	A - Quarterly	A - Quarterly	A - Quarterly	A - Quarterly	
Hostile Weapons Systems Capabilities and Limitations	A - Quarterly	A - Quarterly	A - Quarterly	A - Quarterly	A - Quarterly	A - Quarterly	
Rules of Engagement	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
Theater Familiarization	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A – Annual	Unit Specific

Event A= Academics E = Hands on/Equipment Monthly = 2 UTAs	Track Data Coordinator	Track Data Technician	Report Cell	Airspace	ISR	Weather	Affects CMR
System Training for Duty Position	E -Semi-Annual	E -Semi-Annual	E-Quarterly	E-Quarterly	E-Quarterly	E-Quarterly	Yes
Team Processes	A - Semi-Annual	A - Semi-Annual	A - Semi-Annual	A - Semi-Annual	A - Semi-Annual	A - Semi-Annual	
Specific Division Processes	A/E – Semi-Annual	A/E – Semi-Annual	A/E – Semi-Annual	A/E – Semi-Annual	A/E – Semi-Annual	A/E – Semi-Annual	
AOC Processes (interdivisional and liaison cells)	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
AOC Exercises / Contingencies	E - Annual	E - Annual	E - Annual	E - Annual	E - Annual	E - Annual	Yes
Unit Internal Simulation (cell level or higher)	E - Annual	E -Semi-Annual	E -Semi-Annual	E-Quarterly	E-Quarterly	E-Quarterly	Yes
Theater Air Ground Systems (TAGS)	A - Annual	A - Annual		A - Annual	A - Annual	A - Annual	
OPLANS	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
Applicable Joint/Service Doctrine	A - Annual	A - Annual		A - Annual	A - Annual	A - Quarterly	
Friendly Weapons Systems Capabilities and Limitations	A - Quarterly	A - Quarterly		A – Semi-Annual	A - Quarterly	A - Quarterly	
Hostile Weapons Systems Capabilities and Limitations	A - Quarterly	A - Quarterly		A – Semi-Annual	A - Quarterly	A - Quarterly	
Rules of Engagement	A - Annual	A - Annual		A - Annual	A - Annual	A - Annual	
Theater Familiarization	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	Unit Specific

Event A= Academics E = Hands on/Equipment Monthly = 2 UTAs	AMD Chief	Airlift Planner	Airlift Operations	Airlift Tactics	Tanker Planner	Tanker Operations	Affects CMR
Applicable Processes	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
Specific Team Processes	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
Applicable Joint/Service Doctrine	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
OPLAN Review	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
Theater Air Ground System (TAGS)	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	
Develop Applicable sections of a JAOP or appropriate stand alone documents		E –Annual		E –Annual	E –Annual		Yes
Applicable System Familiarizations		E - Monthly	E - Monthly	E - Monthly	E - Monthly	E - Monthly	
Positional Systems and Process Training (can be done in conjunction with an exercise, as table top, or developed simulation tools)	E – Semi-Annual	E – Semi-Annual	E – Semi-Annual	E – Semi-Annual	E – Semi-Annual	E – Semi-Annual	Yes
Participate in AOC Exercise or AOC contingency operations	E - Annual	E - Annual	E - Annual	E - Annual	E - Annual	E - Annual	Yes
ROE and SPINS	A- Annual	A- Annual	A- Annual	A- Annual	A- Annual	A- Annual	
Theater Familiarization	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual	Unit Specific

Event A= Academics E = Hands on/Equipment Monthly = 2 UTAs	Airlift Requirements	Aerial Port	Aeromedical Evacuation Plans	Aeromedical Evacuation Operations	Aeromedical Evacuation Requirements		Affects CMR
Applicable Processes	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual		
Specific Team Processes	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual		
Applicable Joint/Service Doctrine	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual		
OPLAN Review	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual		
Theater Air Ground System (TAGS)			A - Annual	A - Annual			
Applicable System Familiarizations	E - Monthly	E - Monthly	E - Monthly	E - Monthly	E - Monthly		
Positional Systems and Process Training (can be done in conjunction with an exercise, as table top, or developed simulation tools)	E – Semi-Annual	E – Semi-Annual	E – Semi-Annual	E – Semi-Annual	E – Semi-Annual		Yes
Participate in AOC Exercise or AOC contingency operations	E - Annual	E - Annual	E - Annual	E - Annual	E - Annual		Yes
ROE and SPINS	A- Annual	A- Annual	A- Annual	A- Annual	A- Annual		
Theater Familiarization	A - Annual	A - Annual	A - Annual	A - Annual	A - Annual		Unit Specific